| United States District Court | ٦ |
|------------------------------|---|
| for the                      |   |

|  | for the  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| District of  |  |  |  |  |  |  |  |  |
| Plaintiff(s) V.  Defendant(s)  | ) ) ) ) (Civil Action No. ) ) ) ) )  |  |  |  |  |  |  |  |
| SUMMONS IN A CIVIL ACTION  |  |  |  |  |  |  |  |  |
| To: (Defendant's name and address)   |  |  |  |  |  |  |  |  |
| A lawsuit has been filed against you.  |  |  |  |  |  |  |  |  |
| are the United States or a United States agency, or an o P. 12 (a)(2) or (3) — you must serve on the plaintiff an  | on you (not counting the day you received it) — or 60 days if you officer or employee of the United States described in Fed. R. Civ. a answer to the attached complaint or a motion under Rule 12 of notion must be served on the plaintiff or plaintiff's attorney, |  |  |  |  |  |  |  |
| If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.  **CLERK OF COURT** |  |  |  |  |  |  |  |  |
| Date:  | Signature of Clerk or Deputy Clerk   |  |  |  |  |  |  |  |

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Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

|        | This summons for (nan   | ne of individual and title, if any) |                                  |      |          |  |  |
|--------|---|-------------------------------------|----------------------------------|------|----------|--|--|
| was re | ceived by me on (date)  | ·                                   |                                  |      |          |  |  |
|        | ☐ I personally served   | the summons on the individual       | at (place)                       |      |          |  |  |
|        |   |                                     | on (date)                        |      |          |  |  |
|        | ☐ I left the summons  | at the individual's residence or    | usual place of abode with (name) |      |          |  |  |
|        | , a person of suitable age and discretion who resides ther              |                                     |                                  |      |          |  |  |
|        | on (date), and mailed a copy to the individual's last known address; or |                                     |                                  |      |          |  |  |
|        | ☐ I served the summo  | ons on (name of individual)         |                                  |      | , who is |  |  |
|        | designated by law to a  | accept service of process on bel    | nalf of (name of organization)   |      |          |  |  |
|        |   |                                     | on (date)                        | ; or |          |  |  |
|        | ☐ I returned the sumn   | nons unexecuted because             |                                  |      | ; or     |  |  |
|        | ☐ Other (specify):  |                                     |                                  |      |          |  |  |
|        | My fees are \$  | for travel and \$                   | for services, for a total of \$  |      |          |  |  |
|        | I declare under penalty   | y of perjury that this information  | n is true.                       |      |          |  |  |
| Date:  |   |                                     |                                  |      |          |  |  |
|        |   |                                     | Server's signature               |      |          |  |  |
|        |   |                                     | Printed name and title           |      |          |  |  |
|        |   |                                     | Server's address                 |      |          |  |  |

Additional information regarding attempted service, etc: